

COMMON SCHOOL COURSE

Spencerian
Penmanship
Vertical Edition

Shorter Course

Nos. 1, 2, 3, 4, 5, 6, 7.

American Book Company

NEW YORK: CINCINNATI: CHICAGO.

Common School Course

Nos. 1, 2, 3, 4, 5, 6.

COPYRIGHT, 1896, BY AMERICAN BOOK COMPANY.

Bruce Williams

REMARKS

The Spencerian forms and teachings in penmanship, though heretofore known to the public chiefly in connection with writing having a slant to the right, are applicable also to that leaning to the left, as well as to that in a vertical position.

In changing the inclination of the writing, the most noticeable modification is in the position of the paper. As the natural action of the hand and arm, in position for writing, tends to draw the main strokes of the letters towards the middle of the body, the position of the paper must, of course, be accommodated to this action to secure the slant desired. Thus, the paper must be turned to left, if the writing is to slant to right: it must be turned to right, if the writing is to slant to left: while, if the letters are to be upright, the position of the paper must harmonize with this requirement also, and be turned neither to right nor left, but placed squarely in front of the writer.

In the forms of vertical letters the endeavor has been to avoid both offensive sharpness and angularity on the one hand, and that excessive roundness on the other, which, from its circuitous, difficult joinings, tends to break up the writing and destroy its currency. The aim has been to select the golden mean between these extremes.

POSITION

The best position at the desk for vertical writing is the same as has long been taught in connection with Spencerian writing, and is familiar to teachers as the *Front Position*. The same cuts and diagrams used to illustrate that position for slanted writing are equally suitable to show the position for vertical hand, only changing, as noted above, the placing of the paper.

In assuming this position, sit directly facing the desk, with the body near to, but not in contact with it. The body must be erect, not leaning to right nor left, but may incline slightly forward from the hips, keeping the chest full and the shoulders square. The feet should be in front, and level upon the floor. The fore-arms are to rest equally upon the table, forming about a right angle with each other, with the pen-point at its vertex. The right wrist should be free from the table, the right hand resting upon the nails of the third and fourth



POSITION FOR HAND AND PEN



fingers. The left hand keeps the copy book in position, directly in front of the pupil and with the ruled lines parallel with edge of the desk.

HAND AND PEN

The disposition of these may be precisely the same as for slanted writing; but it is admissible to turn the hand over a little further to the right in vertical writing, directing tip of holder to a point over inner angle of elbow, instead of to the right shoulder.

The pen is held between the first and second fingers and thumb, crossing the forefinger forward of its knuckle, and the second finger at the root of the nail. The thumb touches the holder opposite the nail joint of the first finger. The third and fourth fingers are bent under, lightly touching the paper on the tips of their nails, giving the hand its *sliding* or *finger rest* and only point of contact with paper or table. The wrist must be free from the desk, and the fore-arm poised easily upon its fullest part, called the *muscular* or *arm rest*, near the elbow.

The thumb and pen-fingers are slightly bent, and should hold the pen lightly, with its point pressing the paper squarely but gently, and with tip of holder directed to a point over inner angle of right elbow.

The holder should not drop into the hollow between the thumb and forefinger. Do not pinch the pen, nor let the right arm, hand, nor pen rest heavily upon the table; it renders the writing slow and wearisome.

MOVEMENT

The Combined Movement, uniting the action of the fingers, with their finer shaping power, to the action of the fore-arm, with its strength and momentum, is the best for practice writing, whether slanted or vertical.

The Finger Movement is the action of the first and second fingers and thumb. The young pupil

will be able to use little else than this for a time; but gradually, by precept and movement drill, the knowledge of the combined movement may be imparted, until it is mastered.

The Fore-Arm Movement is the action of the fore-arm from its muscular rest near the elbow. It can act in two ways,—one imparting a rotary motion to the hand and pen, and the other sliding them from left to right across the paper. The rotary action, often called the *muscular movement*, is equally useful in both slanted and vertical writing; but the sliding action (from the obliquity of the fore-arm to the ruled line) is modified in vertical writing, and *alternates* with the letter-forming action, instead of being *simultaneous* with it, as in writing slanted to the right.

The Whole-Arm Movement is the action of the whole arm from the shoulder, with the elbow raised, the hand gliding on the nails of the third and fourth fingers. It is used in striking large capitals, flourishing, etc.; and exercises in it tend to strengthen the fore-arm and combined movements. This is because the whole-arm and fore-arm movements are produced by about the same muscles, mainly those of the shoulder and chest. The fore-arm movement is modified from the other by using the arm or muscular rest.

Drill in Movement. As a form in writing is the picture of a movement, the benefit to be derived from efficient drill in movement is obvious. Copies suitable for use in such drills are given on last page of cover.

STANDARD LETTERS

The proportions of the standard letters and figures, as well as their classification and principal parts, are shown in the plate made for that purpose, printed on third page of cover in Books 1, 2 and 3, and in other books on inset leaf.

The dotted vertical rulings divide the letters into *width-spaces*, and the horizontal rulings divide them into *height-spaces* and *half height-spaces*. The *height-space*, the unit for measuring heights, is the height of small *u*. The *width-space*, or unit for measuring widths, is the distance between the straight lines in small *u*. The table thus exhibits the measurements of all the small letters and figures, in widths and heights of small *u*.



1 i i i i i i i i i i i i i i i i

1 i i i i i i i i i i i i i i i i

1 i i i i i i i i i i i i i i i i

1 i i i i i i i i i i i i i i i i

1 i i i i i i i i i i i i i i i i

1 i i i i i i i i i i i i i i i i

1 i i i i i i i i i i i i i i i i

1 i i i i i i i i i i i i i i i i

1 i i i i i i i i i i i i i i i i

2 u u u u ui ui w w w wi wi 2

2 u u u u i i w w w w i i 2

2 u u u u u i i i w w w w i i 2

2 uuuu wiii wwww wiii 2

L l l l l l l l l l l l l l l l l

[illegible]

2 u u u u u i i i i w w w w i i 2

2 uuuuuu uiuuuu ui 2

3 n n n in win m m m min 3

3 n n n in win m m m min 3

3 n n n in win m m m min 3

3 n n n in win m m m min 3

3 n n n in win m m m min 3

3 n n n in win m m m min 3

3 n n n in win m m m min 3

3 n n n in win m m m min 3

3 n n n in win m m m min 3

4 n n n n n i i i i m x x x i x m i x 4

4 n n n n n i i i i m x x x i x m i x 4

4 n n n n n i i i i m x x x i x m i x 4

4 n n n n n i i i i m x x x i x m i x 4

4 n n n n n i i i i m x x x i x m i x 4

4 n n n n n i i i i m x x x i x m i x 4

4 n n n n n i i i i m x x x i x m i x 4

4 n n n n n i i i i m x x x i x m i x 4

4 n n n n n i i i i m x x x i x m i x 4

5 o o o o no noon a a an aim 5

5 ¹o o o o no noon a a an aim 5

5 o o o o no noon a a an aim 5

5 o o o o no noon a a an aim 5

5 o o o o no noon a a an aim 5

5 o o o o no noon a a an aim 5

5 o o o o no noon a a an aim 5

5 o o o o no noon a a an aim 5

5 o o o o no noon a a an aim 5

b e e e m e m e n c c c i c e m i c e b

b e e e m e m e n c c c i c e m i c e b

b e e e m e m e n c c c i c e m i c e b

b e e e m e m e n c c c i c e m i c e b

b e e e m e m e n c c c i c e m i c e b

b e e e m e m e n c c c i c e m i c e b

b e e e m e m e n c c c i c e m i c e b

b e e e m e m e n c c c i c e m i c e b

b e e e m e m e n c c c i c e m i c e b

7 r r r r u e r u n s s s s u e s u n 7

7 r r r r u e r u n s s s s u e s u n 7

7 r r r r u e r u n s s s s u e s u n 7

7 r r r r u e r u n s s s s u e s u n 7

7 r r r r u e r u n s s s s u e s u n 7

7 r r r r u e r u n s s s s u e s u n

7 r r r r u e r u n s s s s u e s u n 7

7 r r r r u e r u n s s s s u e s u n 7

7 r r r r u e r u n s s s s u e s u n 7

8 t t t ten trees two at a time 8

8 t t t ten trees two at a time 8

8 t t t ten trees two at a time 8

8 t t t ten trees two at a time 8

8 t t t ten trees two at a time 8

8 t t t ten trees two at a time 8

8 t t t ten trees two at a time 8

8 t t t ten trees two at a time 8

8 t t t ten trees two at a time 8

9 d d d dim rides wide wood 9

9 d d d dim ~~rides~~ wide wood 9

9 d d d dim rides wide wood 9

9 d d d dim rides wide wood 9

9 d d d dim rides wide wood 9

9 d d d dim rides wide wood 9

9 d d d dim rides wide wood 9

9 d d d dim rides wide wood 9

9 d d d dim rides wide wood 9

10 r r r rie ur upon rumr 10

10 r r r rie ur upon rumr 10

10 r r r rie ur upon rumr 10

10 r r r rie ur upon rumr 10

10 r r r rie ur upon rumr 10.

10. r r r rie ur upon rumr 10.

10. r r r rie ur upon rumr 10.

10. r r r rie ur upon rumr 10.

10. r r r rie ur upon rumr 10.

|| q q que que queer sacque ||

|| q q que que queer sacque ||

|| q q que que queer sacque ||

|| q q que que queer sacque ||

|| q q que que queer sacque ||

|| q q que que queer sacque ||

|| q q que que queer sacque ||

|| q q que que queer sacque ||

|| q q que que queer sacque ||

O h h h his shoe richer sash O

O h h h his shoe richer sash O

O h h h his shoe richer shsh O

O h h h his shoe richer shsh O

O h h h his shoe richer sash O

O h h h his shoe richer sash O

O h h h his shoe richer sash O

O h h h his shoe richer sash O

O h h h his shoe richer sash O

C k k k ken keen ink maker E

C k k k ken keen ink maker E

C k k k ken keen ink maker E

C k k k ken keen ink maker E

C k k k ken keen ink maker E

C k k k ken keen ink maker E

C k k k ken keen ink maker E

C k k k ken keen ink maker E

C k k k ken keen ink maker E

A l l l lion lair calm canal W

A l l l lion lair calm canal W

A l l l lion lair calm canal W

A l l l lion lair calm canal W

A l l l lion lair calm canal W

A l l l lion lair calm canal W

A l l l lion lair calm canal W

A l l l lion lair calm canal W

A l l l lion lair calm canal W

A b b b bee bird cub in cabin Q

A b b b bee bird cub in cabin Q

A b b b bee bird cub in cabin Q

A b b b bee bird cub in cabin Q

A b b b bee bird cub in cabin Q

A b b b bee bird cub in cabin Q

A b b b bee bird cub in cabin Q

A b b b bee bird cub in cabin Q

A b b b bee bird cub in cabin Q

J j j j jars ajar join rejoin N

J j j j jars ajar join rejoin N

J j j j jars ajar join rejoin N

J j j j jars ajar join rejoin N

J j j j jars ajar join rejoin N

J j j j jars ajar join rejoin N

J j j j jars ajar join rejoin N

J j j j jars ajar join rejoin N

J j j j jars ajar join rejoin N

M y y yo your merry ways V

M y y yo your merry ways V

M y y yo your merry ways V

M y y yo your merry ways V

M y y yo your merry ways V

M y y yo your merry ways V

M y y yo your merry ways V

M y y yo your merry ways V

M y y yo your merry ways V

U q q go good eager to sing U

U q q go good eager to sing U

U q q go good eager to sing U

U q q go good eager to sing U

U q q go good eager to sing U

U q q go good eager to sing U

U q q go good eager to sing U

U q q go good eager to sing U

U q q go good eager to sing U

I z z z zx zax zinc sizes quiz I

I z z z zx zax zinc sizes quiz I

I z z z zx zax zinc sizes quiz I

I z z z zx zax zinc sizes quiz I

I z z z zx zax zinc sizes quiz I

I z z z zx zax zinc sizes quiz I

I z z z zx zax zinc sizes quiz I

I z z z zx zax zinc sizes quiz I

I z z z zx zax zinc sizes quiz I

F f f f fire afar on fine roof F

F f f f fire afar on fine roof F

F f f f fire afar on fine roof F

F f f f fire afar on fine roof F

F f f f fire afar on fine roof F

F f f f fire afar on fine roof F

F f f f fire afar on fine roof F

F f f f fire afar on fine roof F

F f f f fire afar on fine roof F

I two queer deer pine woods I

I two queer deer pine woods I

I two queer deer pine woods I

I two queer deer pine woods I

I two queer deer pine woods I

I two queer deer pine woods I

I two queer deer pine woods I

I two queer deer pine woods I

I two queer deer pine woods I

I a hive my book seven elms P

I a hive my book seven elms P

I a hive my book seven elms P

I a hive my book seven elms P

I a hive my book seven elms P

I a hive my book seven elms P

I a hive my book seven elms P

I a hive my book seven elms P

I a hive my book seven elms P

B good fur just one zinc pen R

B good fur just one zinc pen R

B good fur just one zinc pen R

B good fur just one zinc pen R

B good fur just one zinc pen R

B good fur jarst one zinc pen R

B good fur jarst one zinc pen R

B good fur just one zinc pen R

B good fur just one zinc pen R

H clean hand on clean book H

H clean hand on clean book H

H clean hand on clean book H

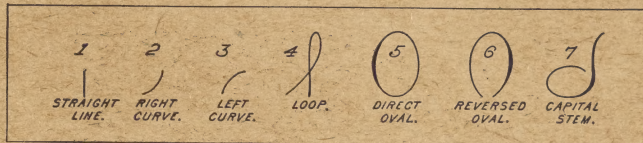
H clean hand on clean book H

H clean hand on clean book H

PROPORTIONS OF LETTERS AND FIGURES,

WITH PRINCIPLES, CLASSIFICATION, ETC.

PRINCIPLES.



SHORT LETTERS.

i u w n m v x o a e c r s

SEMI-EXTENDED LETTERS.

EXTENDED OR LOOP LETTERS.

t d p q h k l b f y g z f

DIRECT-OVAL CAPITALS.

REVERSED-OVAL CAPITALS.

O D C E A W Q Z N

REVERSED-OVAL CAPITALS.

STEM CAPITALS.

M R U Y I J F F S S S

1 2 3 4 5 P B R K K b r s q o

STEM-OVAL CAP'S & OTHERS.

How the simple lines or Principles

ANGLE

1 TURN U N

join to form letters and their parts.

Spaces: — $\frac{1}{14}$ $\frac{1}{14}$ 2 —

u n a

Distance between letters in words.

Movement-Drill Exercises.

